



**POSTION:** Code Enforcement Officer

**WAGES:** \$14.25 per hour

**BENEFITS:** OPERS eligible

**SCHEDULE:** Up to 20 hours per week

### **SUMMARY:**

The Code Enforcement Officer will lead the effort to improve and maintain the appearance of Georgetown's neighborhoods through proactive application of Village laws. Under direction of the Village Administrator, this position will be responsible for enforcing the various property maintenance and zoning ordinances passed by the Village Council. The Code Enforcement Officer will have strong customer service skills and the patience to educate and assist property owners in complying with the law. The employee will be responsible for preparing and presenting cases to the Mayor's Court Magistrate as well as the Board of Zoning Appeals. Success will be recognized through improved community appearance and citizen satisfaction.

### **EXAMPLES OF DUTIES & RESPONSIBILITIES**

- Educating all property owners of various property maintenance & zoning regulations adopted by Village Council
- Identifying properties in violation of Village ordinances, documenting violations, and working with owners to improve conditions
- Investigating complaints or requests from residents and business owners
- Preparing and maintaining detailed case files for Mayor's Court and/or the Board of Zoning Appeals
- Responding quickly and accurately to residential zoning inquiries and applications
- Presenting cases before the Mayor's Court Magistrate and/or the Board of Zoning Appeals
- Monitoring properties for compliance with correction orders or permit conditions
- Coordinating with Building Inspector to identify dilapidated and dangerous structures
- Working with Brown & Clermont County Building Departments to remediate nuisances
- Organizing volunteers for property owners who may need assistance with compliance

### **MINIMUM QUALIFICATIONS**

- High school diploma or GED
- Two years of experience in property maintenance code enforcement, zoning code enforcement, or other similar type of law and code enforcement
- Valid Ohio driver's license

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Knowledge of or ability to research pertinent Village and State laws related to property maintenance, litter, nuisance properties, zoning, and other civil matters
- Excellent verbal and written communication skills
- Represent the Village professionally in public at all times
- Ability to provide excellent customer service while tactfully ensuring compliance with the law
- Ability to use standard office equipment, including computers, projectors, and cameras

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

- The Code Enforcement Officer will be required to spend time both in an office setting and outside at various types of property around the Village
- This employee will be expected to be able to work outside in unpredictable environments, including, but not limited to: sun, rain, snow, dirt, and rock
- The position will require frequent driving
- The employee will need to hear and communicate with customers and other stakeholders